



OFFICE OF THE
WATER POLLUTION
CONTROL AUTHORITY

TOWN OF VERNON WATER POLLUTION CONTROL AUTHORITY

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APPROVED

SPECIAL MEETING MINUTES WATER POLLUTION CONTROL AUTHORITY

February 11, 2020

Wastewater Treatment Plant

6:00 p.m.

Attendees: Gordon Gibson, Carina Hart, Kevin Kearney, and Andrew Tedford. Also present: Robert I. Grasis, Director, Water Pollution Control; Steve Boske, Assistant Director, Water Pollution Control; Matthew Daskal, Financial Analyst

CALL TO ORDER

The meeting was called to order by the Chairman at 6:14 p.m.

PUBLIC COMMENT

None.

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VERNON TOWN CLERK
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REVIEW AND APPROVAL OF PROPOSED WATER POLLUTION CONTROL AUTHORITY BUDGET #10116157; HOUSING AUTHORITY SEWER SUBSIDY BUDGET #10673282; WASTE TREATMENT OPERATING BUDGET #41345700 AND TOWN CAPITAL IMPROVEMENTS BUDGET REQUEST FOR FISCAL YEAR 2020/2021.

Mr. Grasis presented the proposed Water Pollution Control Authority budget. No questions or discussion took place. Mr. Gibson, seconded by Mr. Kearney, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, Water Pollution Control Authority Budget #10116157 for fiscal year 2020/2021 in the amount of \$7,284. The motion passed unanimously (4-0-0).

Mr. Grasis presented the proposed Housing Authority Sewer Subsidy Budget and answered questions from the Authority. Mr. Kearney, seconded by Ms. Hart, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, Housing Authority Sewer Subsidy Budget #10673282 for fiscal year 2020/2021 in the amount of \$47,500. There was no discussion and the motion passed unanimously (4-0-0).

Mr. Grasis presented the duties of the Authority as well as a Personnel Summary. He answered questions from the Authority. A discussion took place relative to reassigning personnel to Collection System operations and future staffing needs once the upgrade is completed. It was the consensus of the Authority to reduce a total of \$68,342 from Object Codes: 51000/Salaries & Wages and 52000/Employee Benefits. Mr. Grasis presented the Wastewater Treatment Plant budget and he and Mr. Daskal answered questions from the Authority. A discussion took place regarding Object Code #56174/Awards and Prizes. Ms. Hart, seconded by Mr. Tedford, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, Wastewater Treatment Plant budget #41345700 for fiscal year 2020/2021 in the amount of \$5,925,726. There was not further discussion and the motion passed unanimously (4-0-0).

Mr. Grasis presented the Capital Improvement Requests. He and Mr. Daskal answered questions from the Authority. Mr. Tedford, seconded by Mr. Kearney, made a motion that the Water Pollution Control Authority recommend to the Mayor and the Vernon Town Council, 2020 - 2025 Capital Improvements Requests. The motion passed unanimously (4-0-0).

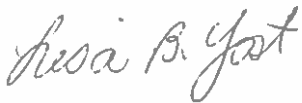
WATER POLLUTION CONTROL AUTHORITY FUND BALANCE POLICY FOR FY2020 & FY2021

Mr. Daskal presented a proposed fund balance policy for FY2020 and FY2021 which included historical rate and revenue information; facility upgrade contingency projections; and enterprise reserve fund information. Given the favorable upgrade construction bid results, available grants (30.2%) and the current enterprise fund balance, he explained that a portion of the fund balance could be allocated to critical infrastructure needs. He explained that projections indicate that by acting now, the Authority can address future needs while saving approximately \$1,360,575 or an estimated 42.54% and a return on investment of 74%. Ms. Hart, seconded by Mr. Gibson, made a motion that the Town of Vernon Water Pollution Control Authority establishes a reserve enterprise fund balance policy of 20% for Fiscal Years 2020 and 2021; and appropriates funding for the Water Pollution Control Facility upgrade in an amount equaling contingency expenses not to exceed the lesser of five (5) percent or \$1,844,632, with said funds to be reconciled based upon incurred expenses at project closeout. The motion passed unanimously (4-0-0). The Authority agreed that it is good use of the funds and thanked Mr. Grasis and Mr. Daskal for their presentations.

ADJOURN

Mr. Tedford, seconded by Mr. Gibson, made a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 7:49 p.m.

Respectfully submitted,



Lisa B. Yost
Secretary, Water Pollution Control